



**NOTICE OF VACANCY
April 15, 2016**

POSITION: Director Summer Programs/Beach

DEPARTMENT: Parks & Recreation

SALARY: \$16.37 per hour

HOURS: Monday - Sunday (10:00 AM – 7:00 PM)

The DIRECTOR SUMMER PROGRAM / BEACH works under the general supervision of the Superintendent of Recreation or designee. He/she works on own initiative and must exercise judgment in performing the various duties associated with the operations of the Town beaches.

Must use tact, diplomacy and firmness when required in dealing with Town residents.

THE FOLLOWING IS A LIST OF DUTIES:

- Responsible for supervision of the activities and personnel of the three Town beaches.
- Responsible for the proper operation of the beaches, enforcement of regulations, planning for and insuring that all safety precautions, safety equipment and personnel are available at all times when the beaches are open to the public.
- Providing ongoing training for lifeguard emergency procedures and general policies governing beach procedures and operations.
- Responsible for weekly beach reports and time sheets.
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- Making sure all beaches are supplied adequately with cleaning and first aid supplies, as well as maintenance and emergency equipment.
- Reporting all maintenance problems to the Supt. of Recreation
- Plans and supervises programs providing swimming lessons from elementary to advanced levels given at the beaches. Arranges for refresher courses for Head lifeguards and lifeguards, first aid instructions, periodic inspections, and drills.
- Maintain records and submits reports pertaining to instructional classes or accidents.
- Handles collection of Beach entrance money as needed.
- Applicants must be at 25 years of age, certified in Lifeguard Training, CPR, First Aid and have current Water Safety Instructor Certifications. Applicant must have a valid MA motor vehicles operator's license and reliable transportation. Must be available to work weekends.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.